



HOW TO APPLY FOR Detachment 5 IMA Positions

Do NOT include with your application



- 1) **Application Submission:** DO NOT CLICK THE VOLUNTEER FOR THIS POSITION BUTTON IN RMVS. Applications must be submitted using the instructions on this page. At this time, **you may only apply and be considered for 2 positions at one time.** Applications will be returned if more than 2 have been submitted.
- 2) **Experience:** Members in the following statuses **must** contact an AF Reserve Recruiter and submit their application through Recruiting Services: Active Duty, Air National Guard, Participating Inactive Ready Reserve (PIRR), Inactive Ready Reserve (IRR), Civilian, or other Military Services. Recruiters will submit applications to Det 5 for these members through AFRISS-TF only.
- 3) **Use the Application Checklist:** Use the application checklist (below) to ensure your submission is complete. The position number is required on each application coversheet. If applying for more than one vacancy, send one complete application package for each vacancy under a separate e-mail.
- 4) **Cover letter and resume of military and civilian experience** - Limit to no more than 4 pages. Include your phone number and e-mail address and the name and phone number of your current supervisor. Use the cover letter to summarize your qualifications for the position and explain any irregularities in your record or application. This information is useful in documenting things not found in military assignment data, such as: MPA/RPA tours, deployments, civilian employment, etc.
- 5) **Additional Documentation:** Provide any certifications, security clearances, or other required items listed in the qualifications of the position description.
- 6) **Last 3 Evaluations (OPRs/EPRs, Training Reports, Gap Reports)** – Must be in descending order: 2015, 2014, 2013; only front page required. Please provide a letter explaining any reports that are not included.
- 7) **AF Reserve and Air National Guard members must also submit the following documents:**
 - **AF Form 1288:** you must complete, initial, sign and date page 1 of the form, in Block 16 type, “AF Reserve IMA Position”, and enter appropriate statements in blocks 22 & 24 (commonly missed). Your current unit commander must complete and sign the First Endorsement on page 2 and circle the appropriate items above the Remarks Section. Date of last fitness test and score must be entered in the Remarks box. Commander’s signature must be dated within 90 days.
- 8) **Scan/Email Encrypted Package:** e-mail as ONE .pdf file to: **HQRIODet5.Assignments@us.af.mil**

SUBJECT LINE of email should read: (FOUO) Corps, Rank, Last Name, First Name MI – Position #

ex: (FOUO) MSC, Lt Col Doe, John A – 0M0123456

Note: If you encounter encryption problems with the organizational box listed above or cannot email from your military email address, please click the link and use the DoD encryption process below; if still unsuccessful, contact Det 5 at the number above.

AMRDEC SAFE site: <https://safe.amrdec.army.mil/SAFE/Welcome.aspx>



APPLICATION CHECKLIST FOR Detachment 5 IMA Positions



Ensure the following data is in your application package:

- ☐ CURRENT STATUS (Active Duty, ART, AGR, ANG, IMA, TR, PIRR, IRR)
- ☐ POSITION NUMBER APPLYING FOR
- ☐ Current or Projected Rank
- ☐ CONTACT Phone number and E-MAIL
- ☐ No more than 2 open applications are currently in progress.

Checklist of documents to submit:

- ☐ Cover letter and resume
- ☐ Copies of last 3 OPRs/EPRs, training or gap reports
- ☐ Other required documentation listed in position description

Air Force Reserve and Air National Guard Only:

- ☐ Completed AF Form 1288 signed by you and your current Commander

****Reminder: DO NOT CLICK VOLUNTEER FOR THIS POSITION IN RMVS to APPLY****

Scan/Email Encrypted Package: e-mail as ONE .pdf file to:
HQRIODet5.Assignments@us.af.mil

SUBJECT LINE of email should read:

(FOUO) Corps, Rank, Last Name, First Name MI – Position #

ex: (FOUO) MSC, Lt Col Doe, John A – 0M0123456